

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

MEMBER EXCUSED: None

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, April 4, 2017 at 8:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Angi Zilliox, Human Resources Specialist; Scott Smith, Chief Deputy.

Meeting called to order by Marsik at 8:00 a.m.

Roll call was taken. All members present.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the regular session minutes of the March 31, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Hinze presented a final draft of the Bereavement Leave Policy #210.6 with the previously discussed changes highlighted.

Motion by Duchac to approve the changes, as presented, to the Bereavement Leave Policy #210.6 effective April 4, 2017. Second by Schmidt. Motion carried.

Hinze stated that she met with the Finance Department regarding the Worker's Compensation Fund Balance Policy. Hinze indicated that she was meeting with Dave Eslinger, Dodge County's Worker's Compensation Insurance Broker with Hays Companies later in the week. Hinze stated she would report findings at the next meeting.

Hinze noted there are no new updates regarding the Employee Trust Funds Group Insurance Board proposed transition to self-insurance. Mielke stated there are continued discussions with Jefferson County. Hinze informed the Committee that the contract with Hayes expired on October 31, 2015 and if the county pursues any partnership with another entity, an RFP would be requested. Mielke stated it will be a topic of discussion for Representative Born when he meets with the Department Heads on April 17, 2017.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Psychiatric Therapist II – Outpatient
One (1) Social Worker I, II or Senior CPS Ongoing

Human Services
Human Services

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One (1) Administrative Support Staff Coordinator	Sheriff
One (1) Deputy/Drug Task Force P.T. – L.T.E.	Sheriff
One (1) Jail Corporal	Sheriff

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Frohling. Motion carried.

Mindemann presented three (3) leaves of absence for consideration. Mindemann stated an employee with the Clerk of Courts requested an unpaid General Leave of Absence 04/03/2017-04/08/2017.

Motion by Greshay to approve the General Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Frohling. Motion carried. Duchac voted against.

Mindemann stated a need for an Unpaid General Leave for an employee with the Sheriff's Office for 03/29/2017-10/01/2017.

Motion by Schmidt to approve the General Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

Mindemann stated an employee of the Sheriff's Office requested an Intermittent General Leave of Absence to care for a brother with a request to use sick time for related absences for 04/10/2017-07/03/2017. Mindemann indicated that Human Resources does have supporting medical certification for the leave request.

Motion by Schmidt to approve the General Leave of Absence, however, denying the request to use sick time, and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

Mielke requested drafting a memo to Department Heads highlighting the policy regarding Department Head approval of unpaid leave of up to three (3) days per calendar year with a reminder that leave requests requiring consideration from the Committee must be presented to the Committee prior to the start of the leave request. Hinze indicated she will draft a memo to send out to Department Heads.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. NEW HIRE – Juan J. Guerrero Jr., Bilingual Economic Support Specialist I, Human Services, \$16.83+\$.05 differential, DC04, ST01, 03/27/2017; Dalys O. Hohmann, Bilingual Economic Support Aide, Human Services, \$12.94+\$.05 differential, DC02, ST01, 04/10/2017; Mackenzie Pufahl, 4H Summer Agent (Intern), UW Extension, \$10.00, MSC19, ST01, 5/22/2017; Paige Wollin, 4H Youth Dairy/Livestock Summer Intern, UW Extension, \$10.00, MSC19, ST01, 05/23/2017. RE-HIRE – None. RECLASSIFICATION – None. STEP INCREASE – Robert E. Griffith, Print Shop Technician, Central Services, \$20.41, DC03, ST14B, 05/15/1017; Carrie A. Lagerman, Payroll Coordinator, Finance, \$21.90, DC06, ST03, 03/06/2017; Leann Schultz, Insurance and Benefits Coordinator, Human Resources, \$23.97, DC06, ST07A, 03/24/2017; Karen A. Gonzalez, SW CPS Investigator/Intake, Human Services, \$23.08, DC06, ST05, 03/15/2017; Shane R. VanLoenen, Network Administrator, I. T., \$36.09, DC11, ST08A, 04/13/2017; Joseph E. Giebel, Manager – Code Administration, LR&P, \$39.57, DC11, ST12A, 03/14/2017; Jean A. Lepple, Clerk,

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Register of Deeds, \$14.97, DC02, ST07A, 11/18/2016 – retro due; Mark W. Goetsch, Correctional Officer, Sheriff, \$25.47, DC05, ST14A, 04/09/2017; Chris S. Myers, Jail Programs Specialist, Sheriff, \$25.74, DC05, ST14B, 04/07/2017.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: None

HR Director's Report:

- a) Disciplinary Actions: None to Report
- b) Grievances and Arbitrations: None to Report

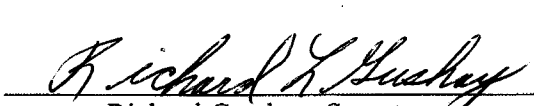
Hinze presented summarized employee demographic data to the Committee as a follow up to the exit interview presentation. Hinze stated that the information provided will be utilized in future discussions regarding paid time off.


Hinze notified the Committee of an extended offer to an applicant for the Captain position with an anticipated start date of April 17, 2017 at step six (6) and with four (4) weeks of vacation. Smith highlighted the applicant's education and employment qualifications. Hinze indicated that the topic of additional vacation time upon hire and creditable years of services will be a future agenda item.

Future Agenda Items: Worker's Compensation Fund Balance, ETF Group Insurance Board Self Insurance, Blue Zones, and Vacation/PTO including creditable years of service.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **April 18, 2017 at 10:30 a.m. or after the County Board meeting, whichever is later, and Monday, May 1, 2017 at 10:30 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 8:54 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.